

Business Entity (BE) Licensee Supplementary Quick Tips

BE supplementary online licensing services home page services

View Pending Online Request

1. If your online renewal application is pending, choose the “View Pending Online Request” button on the left side of the home page to display and check the status of your pending application(s). Select the “View” link to the left of a transaction to view the detail screen of the pended request.
2. Select the “Application Summary” link on the left in the “Entity Details” section to open a view of the pending submission.
3. A check list will appear to show all required documents with the respective status.
4. Click on the “View” link to view any previously submitted document.
5. Click on the “Attach” link to attach any additional outstanding documents.
6. To upload a document, select the “browse” button. Locate and select the document. Click on “open” in your browser. This will place the document in the document field. A textbox exists to add additional comments, if needed, about the attached document. Select the “Add to List” link to place the document in the “Attachment List” section. After you add all your documents, select the “Upload” button at the bottom of the page.
7. The OIC will review your pended renewal application. If all required documents are attached and acceptable, the OIC will send you an approval e-mail. If further information is needed, the OIC will notify you via e-mail.

Change Name

1. Select the “Change Name” button located on the left side of the home page.
2. The current Business Entity Information will display. Complete the “Name Change” information
3. Select the “Submit” button at the bottom of the page.
4. This will take you to the Fee Details page. You must pay the \$5 fee using a Visa or MasterCard. Use the “click here” link to take you to the “Payment Details” page.
5. Complete all fields and click on the “Submit” button at the bottom of the page. This takes you to the Credit Card Confirmation Page.
6. Select the “Process” button at the bottom of the page. A message will appear asking you NOT to refresh, go back, or cancel this page while the credit card is processing.
7. You will go to a confirmation page with your transaction number and a link to print your invoice.

8. You may electronically upload supplemental documents to support the name change such as an approved amendment to the Articles of Incorporation or Articles of Formation. If unable to upload, you can mail the documents including your transaction number to the OIC via the postal service.
9. To upload a document, select the “browse” button. Locate and select the document. Click on “open” in your browser. This places the document in the document field. A textbox exists to add additional comments, if needed, about the attached document. Select the “Add to List” link to place the document in the “Attachment List” section.
10. After you add all the documents, select the “Upload” button at the bottom of the page. This completes the document(s) upload.
11. When the outstanding document(s) are received, the OIC will review the pended name change application. . If more information is needed, the OIC will notify you via e-mail. When all outstanding documents are acceptable, the OIC will send you an approval e-mail with a link to print your license(s).

Change Address

1. Choose the “Change Address” button located on the left side of the home page.
2. Enter your new address information regarding business or mailing addresses.
3. For the business address you can not change the state/country.
4. If the city is within Washington State, it must be a valid city.
5. Select the “Submit” button at the bottom of the page. This opens a confirmation page that gives you the option to print a duplicate license.

Change DBA

1. Select the “Change DBA” button located on the left side of the home page.
2. The current Business Entity Information will display. Complete the DBA information. You may add a new or delete a current DBA.
3. Select the “Submit” button at the bottom of the page.
4. This will take you to the Fee Details page if you are adding a DBA. You must pay the \$5 fee for each newly added DBA using a Visa or MasterCard. Use the “click here” link to take you to the “Payment Details” page.
5. Complete all fields and click on the “Submit” button at the bottom of the page. This takes you to the Credit Card Confirmation Page.
6. Select the “Process” button at the bottom of the page. A message will appear asking you NOT to refresh, go back, or cancel this page while the credit card is processing.
7. The system will take you to a “Confirmation page with your transaction number and a link to print your new license for newly added DBA.

Print Affiliation(s)

1. Select the “Print affiliation(s)” link from the menu on the left side of the home page.
2. The BE information and Affiliates(s) Information sections will display

3. Select “Selected Affiliate” and enter the licensee’s WAOIC# to generate the affiliation certificate. You may also choose the “All Affiliate” to generate all active affiliation certificates.
4. Select the “Generate Affiliation Certificate” button at the bottom of the screen. This creates a PDF document of the requested certificates to open and print or save.

Print License(s)

1. Choose the “Print License(s)” button located on the left side of the home page. This will display your BE Information and your License Information. If you want to print your license(s), select the check box to the right of the license. To print all licenses, select the “Select all” box in the blue bar.
2. To print or save your license(s), select the “Generate License Certificate” button at the bottom of the page. This opens a PDF of your license(s).

Print Appointments(s)

1. Select the “Print appointment(s)” link from the menu on the left side of the home page.
2. The insurer information and appointee(s) sections will display
3. Select “Selected Appointee” and enter the licensee’s WAOIC# to generate the appointment certificate. You may also choose the “All Appointee” to generate all active appointment certificates.
4. Select the “Generate Appointment Certificate” button at the bottom of the screen. This creates a PDF document of the requested certificates to open and print or save.

Print Unpaid Invoice(s)

1. Select the “Print Unpaid Invoice(s)” link located on the left side of the home page.
2. The BE Information will display.
3. Select the “Application Summary” link to view or print.
4. Select the “View Invoice” link to view or print your unpaid invoice. A copy of this invoice must be included with your payment.

Add Affiliation(s)

1. Select the “Add Affiliation(s)” link located on the left side of the home page.
2. Select the license types for the affiliation to the right of the business entity name if business entity has more than one license type, i.e. agent, broker, independent adjuster.
3. Select the “Add” link in the “Affiliation List” banner. A pop-up “Affiliations Details” screen will open.
4. Enter licensee’s WAOIC# or use the “Licensee Lookup” link in the banner if you do not know the WAOIC#. Click on the “Find” button.
5. The Individual Information, Affiliations Details and Possible Affiliation Lines sections will display. The affiliation date will be the current date.

6. Select the correct affiliation lines in the “Possible Affiliation Lines” section. Click on the “OK” button.
7. You can add additional affiliations following steps 3-6. Click on the “Submit” button when all new affiliations have been added.
8. The Fee Details page will display. You must pay the \$20 fee per affiliate using a Visa or MasterCard. Use the “click here” link at the bottom of the page to take you to the “Payment Details” page.
9. Complete all fields and click on the “Submit” button at the bottom of the page.
10. This will take you to the “Credit Card Confirmation” page. Select the Process button at the bottom of the page. Please wait for the completion of the credit card processing.
11. The system will take you to the Add Affiliation(s) Confirmation page that contains a link to view and print the newly added affiliation(s).

Terminate Affiliation(s)

1. Select the “Terminate Affiliation(s)” link located on the left side of the home page.
2. In the “Affiliate(s) Information” section, if you wish to terminate a single licensee, enter licensee’s WAOIC# or use the “Licensee Lookup” link in the banner if you do not know the WAOIC#. If you want to terminate the affiliation for multiple affiliates, select “All affiliates”
3. Click on the “Find” button.
4. The selected affiliation(s) will be listed in the “Affiliation List” section.
5. Choose the affiliations you want to terminate by checking the checkbox in last column of the “Affiliation List” section.
6. Click on the “Submit” button at the bottom of the page
7. This will take you to the “Affiliation Termination Confirmation” Page.
8. There is no fee required for the termination of an affiliation.

Change Branch

1. Select the “Change Branch” button located on the left side of the home page.
2. The current Business Entity Information and License Information will display. You may add a new or delete a current DBA. You may also link the branch to a DBA name, if applicable, by clicking on the “Link DBA” link and selecting the DBA from the pop-up DBA List.
3. Select the “Submit” button at the bottom of the page.
4. This will take you to the Fee Details page if you are adding a Branch. You must pay the applicable branch fee using a Visa or MasterCard. Use the “click here” link to take you to the “Payment Details” page.
5. Complete all fields and click on the “Submit” button at the bottom of the page. This takes you to the Credit Card Confirmation Page.
6. Select the “Process” button at the bottom of the page. A message will appear asking you NOT to refresh, go back, or cancel this page while the credit card is processing.

7. The system will take you to a “Confirmation page with your transaction number and a link to print the license for newly added branches.

Change password

1. Choose the “Change Password” button located on the left side of the home page.
2. Type the current password.
3. Type the new password. You must use between eight and 16 characters and it must contain at least two numbers and one letter.
4. Confirm your new password by typing it again.
5. Click on the “Submit” button, which takes you to the Change Password Confirmation page.
6. You have now completed changing your password.
7. Click on the “Home” button to return to the Online Licensing home page.

For questions about this new service, please call 360-725-9633 and select the “Licensing” option or send an e-mail to onlinelicense@oic.wa.gov

